



CALIFORNIA STATE CONTROLLER’S OFFICE
PROMOTIONAL EXAMINATION FOR
ASSOCIATE BUDGET ANALYST
MONTHLY SALARY RANGE \$4400-\$5348

Note: The salaries used in this bulletin are the latest available from the State Controller's Office, but may reflect all of the pay raises granted recently. You should verify the salary levels with the department personnel office before making any commitments.

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FINAL FILING DATE

October 24, 2008 is the final filing date. Application (STD. Form 678) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered or received via inter-office mail after the final filing date will not be accepted for any reason.

WHO MAY APPLY

Competition Limited to California State Controller’s Office employees.
Applicants must have a permanent civil service appointment with the State Controller’s Office by the above listed final file date in order to take this examination. Under certain circumstances, former State Controller’s Office employees may be allowed to compete under the provisions of Rule 235. (See General Information on reverse side.)

HOW TO APPLY

Submit Examination Application (STD. Form 678)

By mail to: State Controller’s Office HR-Examinations Unit P.O. Box 942850 Sacramento, CA 94250-5877 Attn: Noreen Hunter	OR	In person to: State Controller’s Office HR-Examinations Unit 300 Capitol Mall, 3rd Floor sSacramento, CA 95814 Attn: Noreen Hunter
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Please indicate the specific exam title that you are applying for on the application. All applications must also include "to" and "from" employment dates (month/day/year), time base, and official classification titles. Applications received without this information will be rejected. DO NOT FILE YOUR APPLICATION WITH THE STATE PERSONNEL BOARD.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box of the Examination Application. You will be contacted about specific arrangements.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by *the final filing date*.

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-month limit.

Either I

One year of experience in the California state service performing the duties of a Staff Services Analyst (Range C). (Persons applying experience toward this pattern must have had a full-time assignment in California state service preparing, justifying and analyzing, or controlling and administering budgets of budgetary programs.)

Or II

Experience: Three years of progressively responsible experience with duties involving the preparation, justification, and analysis, or the control and administration of a budget or budgetary programs. (Experience in California state service applied toward this pattern must include one year of experience performing duties comparable in level of responsibility of a Staff Service Analyst, Range C.) (One year of graduate work in the public or business administration, industrial relations, psychology, law, political science or a related field may be substituted for six months of the required experience.) **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year-basis.)

(Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

THE POSITION

Under general direction, in an operating agency or department, performs the more responsible and complex technical budget work by coordinating and assisting in the development, preparation, administration, maintenance, review and control of the department’s budget; provides consultative budget service to department management; and does other related work.
Positions exist in Sacramento with the State Controller's Office.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION
INFORMATION

This examination will consist of a Qualifications Appraisal Interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a combined minimum score of 70% must be obtained. Please note: If candidate pool is low, SCO may change this examination to an E & E process. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal Interview-100%

SCOPE:

A. Knowledge:

- 1. Principles and practices of governmental budgeting and accounting
- 2. Financial structure, uniform accounting systems, and financial procedures of the State of California
- 3. Purposes, functions, and fiscal organizations of the various State agencies
- 4. Laws relating to financial administration of the State Government
- 5. Principles of public and personnel administration
- 6. Principles of organization and management
- 7. Principles and practices of public finance, research techniques and statistical principles and procedures

B. Abilities:

- 1. Develop various types of budgets documents
- 2. Analyze and solve difficult technical budget problems
- 3. Establish and maintain cooperative relationships with control agency staff and others contacted in the work
- 4. Speak and write effectively
- 5. Analyze situations accurately and develop an effective course of action

ELIGIBLE LIST
INFORMATION

A departmental promotional eligible list will be established for the State Controller's Office. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS AND
CAREER POINTS

Veterans' preference points and career credits are not granted in promotional examinations.

GENERAL INFORMATION

It is the candidate's responsibility to contact the State Controller's Office, Examination Unit (916) 322-6203, three days prior to the written test date if the candidate has not received a Notice.

For an examination without a written feature it is the candidate's responsibility to contact the State Controller's Office, Examination Unit (916) 322-6203, three weeks after the final file date if the candidate has not received a progress Notice.

If a candidate's Notice of interview or Performance Test fails to arrive prior to the day of the interview due to verified postal error, the candidate will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the State Controller's Office, or you may log onto www.spb.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this announcement will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Controller's Office reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Promotional Examination Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provision of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Criminal Record Clearance Information: Some positions, within various divisions of the State Controller's Office, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

Interview Scope: If an interview is conducted, in addition to the scope described above, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of experience. Evaluation of a candidate's personal development will include consideration of their recognition of their own training needs; their plans for self-development; and the progress made in their efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device

California Relay Telephone Service for the deaf or hearing impaired
from TDD Phones: 1-800-735-2929
from Voice Phones: 1-800-735-2922

UPON REQUEST, THIS DOCUMENT CAN BE PRODUCED IN BRAILLE OR LARGE PRINT.